

Administrative/Staff Communications

201.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

201.2 MEMORANDUMS

Memorandums may be issued periodically by the Sheriff to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status. Interdepartment communications by Sheriff's Office employees should be on an interdepartmental memorandum

201.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Sheriff. Personnel should use Department letterhead only for official business and with approval of their supervisor.

201.4 SURVEY

All surveys made in the name of the Department shall be authorized by the Sheriff or his designee.

201.5 STAFF COMMUNICATIONS

The Facility Manager will hold staff meetings with administrative and supervisory personnel, as needed. Other personnel may be designated by the Facility Manager to attend. Each participant shall have the opportunity to submit agenda items relative to the operation of their section. Any accomplishments or unusual problems occurring since the last meeting should be included. The Facility Manager will discuss policy/program changes and directives which are of general interest to the group at the meeting. Supervisory personnel will disseminate staff meeting information to all personnel. Every effort will be made to insure the information is communicated in a complete, timely, and accurate manner.